

**Clerk of the Circuit Court  
Loudoun County, Virginia  
Gary M. Clemens, Clerk  
P.O. Box 550  
18 E. Market Street  
Leesburg, VA 20176**

**703-771-5644 (Civil Division)**  
[www.loudoun.gov/clerk](http://www.loudoun.gov/clerk)

## **Authorization for Out-of-State Minister to Perform a Wedding in Virginia**

### Out-of-State Minister Appointment Process:

Ministers from another State who wish to perform a wedding ceremony in the Commonwealth of Virginia must be authorized by the Circuit Court Pursuant to VA. Code 20-23. Individuals must file a petition with the Clerk requesting authorization to perform the rites of marriage. Petition forms are available from the Clerk's Office or on our website at <http://www.loudoun.gov/clerk>. Petitioner must sign the petition before a notary public or deputy clerk. The petition must set forth the name of the spouses and the date of the wedding, the address of the petitioner, and the information related to the church where the petitioner is a minister. Petitioner must attach copies of his or her certificate of ordination as well as proof of the minister's position and proof of being in regular communion with either a church, religious order, Parish or religious society on official church letterhead. Once the petition is filed and the required attachments to the petition are provided, the Clerk will prepare an order of appointment and submit the file to a Judge for his or her approval or denial. The Judges of the Loudoun County Circuit Court do not recognize any online ordinations, for example The Universal Life Church per the [Attorney General opinion examined in Cramer v Commonwealth](#). Please note that these petitions can take a couple weeks for approval or denial.

There is an \$84.00 filing fee for the petition, payable to the Clerk of Circuit Court. The court file containing the petition and the certificate of ordination and proof of the minister's position will be provided to a Judge of the Circuit Court, who determines whether the individual is qualified to be appointed as an out-of-state minister. Upon approval by the Judge, the Judge will enter a court order directing the appointment, and a certified copy of the order will be provided to the Petitioner.

Out-of-State Minister Information  
Loudoun County Circuit Court Clerk's Office  
(revised 10/07/2014)

**VIRGINIA:**

**IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

**IN RE: APPOINTMENT OF OUT-OF-STATE MINISTER     )**

**) Civil No. \_\_\_\_\_**

\_\_\_\_\_)

**PETITION**

**COMES NOW**, the petitioner, \_\_\_\_\_, who moves this Court for appointment as an out-of-state minister to perform the rites of marriage consistent with the Code of Virginia.

Your petitioner respectfully requests appointment of an out-of-state minister to perform the rites of marriage for one marriage ceremony, namely the marriage of:

\_\_\_\_\_ (Full name of Spouse)

\_\_\_\_\_ (Full name of Spouse)

Date of Marriage: \_\_\_\_\_

Location/Address of Marriage Ceremony: \_\_\_\_\_

Your Petitioner resides in the State of \_\_\_\_\_ and sets forth the following information to substantiate Petitioner's residence:

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (Town and Zip Code)

\_\_\_\_\_ (Telephone Number)

\_\_\_\_\_ (Years Resided at Above Address)

Your Petitioner is a member of good standing at the following Church

\_\_\_\_\_  
Located at \_\_\_\_\_

Telephone Number \_\_\_\_\_

Your Petitioner states and swears under oath that the information provided in said Petition is accurate and truthful as of the date said Petition is filed with the Court.

**RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
(SIGNATURE)

State/Commonwealth of \_\_\_\_\_

\_\_\_\_\_  
(PRINT NAME HERE)

COUNTY/CITY OF \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_

on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC/DEPUTY CLERK)

My Commission Expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

